

The **Parks and Recreation Board** met Monday, December 21, 2015, 4:30 pm, at the Morton Community Center. Present at said meeting were Pat Flannelly, Karen Springer, John MacDonald, Linda Eales, Jeff Love and Park Board Attorney, Andy Gutwein. Jan Fawley, Pennie Ainsworth, Jon Munn, Chris Foley Bess Witcosky, Dan Dunten and Cheryl Kolb represented the department. Council Representative, Ann Hunt, and Controller, Peter Gray, also attended.

Pat convened the Board at 4:35 pm.

Consent Agenda Items

Minutes – provided online initially, then at meeting

Staff Management Report

- **Upcoming Program Dates:**
 1. 12/24 & 25: City Offices Closed for Holiday
 2. 12/24-1/3: Morton Center & Lilly Nature Center Closed for Holiday
 - 1/1: City Offices Closed for Holiday
 - 1/11: Classes at Morton Center Begin
 - 1/13-15: Staff Members to attend IN Parks & Recreation State Conference in Bloomington
 - 1/18: City Offices Closed for MLK Holiday
 - 1/25: Parks Board Meeting, 4:30 p.m.
- **Pennie Ainsworth, Assistant Superintendent's Report**
 - Cumberland Park Playground: We have been working with Lafayette Kiwanis Club to build a playground in Cumberland Park. A \$15,000 grant has been awarded to the project from the KaBOOM organization. KaBOOM is a national non-profit that works to provide places to play. The total cost of the equipment now is \$22,478.43 installed. Participated in a webinar from KaBOOM regarding their grant expectations.
 - ADA Work: Precision Concrete Cutting has been hired to remove trip hazards in Tapawingo Park to comply with ADA. Redevelopment Commission (RDC) will provide funds in the amount of \$9,380.
 - Global Fest: The Committee has been working to coordinate with Purdue, the new Global Fest site. Our next meeting is Friday, January 22.
- **Chris Foley, Recreation Director's Report:**
 - The Ice Rink opened on Friday, November 27. The warmer than normal weather made for a good opening weekend.
 - Our new Rink/Pool Manager, Kevin Noe, joined our staff on December 7th. He has already been involved with making ice and learning to drive the Zamboni.
 - Skate with Santa was held during the unseasonably warm weather on Saturday, Dec. 12. The maintenance & Rink staff worked to keep the ice. 23 people participated in the Skate with Santa. In addition to ice-skating they enjoyed hot chocolate, donuts and made a craft. We were able to open for the 1-3 pm session but closed for the rest of the day. We were closed for the rest of the weekend, and finally lost the battle with

- the weather on Monday. Tuesday, the remaining ice was removed and Wednesday evening, the staff began making new ice.
- The Winter/Spring brochure was mailed. The new postal Mail-in Registrations will be accepted after the start of the year. Registrations will be kept in post marked order. Call-in and Walk-in registrations will begin on Tuesday, Jan. 6.
- The first day to rent shelters will be on January 4.
- **Bess Witcosky, Morton Center Director:**
 - Both Bess Witcosky and Dan Dunten attended the COOK Medical Health Fair. People were very interested in the trails and recreational activities.
 - Morton anticipates a number of renovations projects to start over the holiday break including: Room 101 transitioning to Sana Bookers office space, new dance mirrors to be installed in Rooms 202 and 206, and the addition of cabinetry and counter top to the lounge and room 106 which will create an additional small classroom.
 - Morton has received 2 grants to be used in 2016.
 - The first is from the Community Foundation. They have granted \$1585 to be used in the Pottery studio for a new slab roller and table.
 - The 2nd grant is from the Indiana Arts Commission (IAC) to help celebrate the bicentennial in our state parks. Under the IAC grant "Arts in the Parks", Morton will partner with Prophetstown State Park to present a program called "A Day in the Park with Morton". During 1 Saturday in September, Morton instructors will teach several mini workshops that celebrate art and take inspiration from the prairie landscape.
- **Jon Munn, Parks Director Report:**
 - Received NRPA CPSI test results and both Tom James and Jon Munn passed the playground safety inspector certification.
 - Completed all duties in order to open the riverside skate center. Due to unseasonably warm weather we had to clear the ice from the rink 12/15/15 and prep for making new ice 12/17/15
 - During the ice making process Ken Vanderhoff has shown exceptional service to the dept. working several late nights to get the rink open and maintain ice
 - We have continued to stay in contact with the Wabash Valley Alliance to develop a plan to help the homeless situation in the Tapawingo park area
 - Received 7 loads of Ag lime and began to prep the ball fields at Cumberland Park
 - Aerated all three ball fields at Cumberland and blessed Sacrament
 - Hauled 6 loads of Mulch from SIA to the Lilly nature center for installation on the trails
 - Installed snow fence to block off tube run at Happy Hollow Park
 - Installed rip rap stone along the eroded edges of the boat ramp at Mascouten Park
 - Attended the annual Storm water training seminar at Ivy Tech with entire maintenance staff
 - Replaced heating elements in one kiln and thermocouple on both kilns at the Morton center
 - Have been in contact with Simon Const. to begin the next section of boardwalk trail at Happy Hollow. T-Bird engineering is scheduled to complete the survey so work can begin in the next couple weeks.

- Completed the concrete foundation for the installation of the sculpture sign for the Lilly Nature Celery Bog Nature Area/Lilly Nature Center. Installation of art work to take place during holidays.
- Made repairs to the tool cat so it is in good working order to be traded in to the bobcat dealer. Expect to receive the new tool cat by the end of the year
- Completed mower service including oil changes, fuel and air filters, blade sharpening and cleaning and tire inspections. All mowers are prepped and ready for the 2016 mowing season
- We continue to work on damaged trees throughout the parks and trails
- Met with Purdue Rec sports to store 4 sailboats in the Community boat storage
- **Dan Dunten, Stewardship Director's Report**
 - **Tree City USA Report:** Each year we compile all the data regarding the tree work conducted in West Lafayette and I submit the final report to the Arbor Day Foundation. If we reach a certain level of work performed, we are awarded the designation of a Tree City. We again easily qualified this year, in fact this will be the 25th consecutive year that West Lafayette has received this recognition. Here are some of the figures:
 - * 416 new trees have been planted
 - * 118 trees have had to be removed
 - * 1104 trees have been pruned
 - * 25 volunteers contributed 1,036 hours, valued at over \$23,000
 - **Audio Boxes for the Celery Bog Nature Area:** After many hours working on this project, the three audio boxes are completed and have arrived. They turned out great! They were funded through an SIA Foundation grant that Jan & I submitted. I will bring them to the Parks & Recreation Board meeting for everyone to see. These will go along the trails at the Nature Area.
 - **Wednesdays In The Wild Planning:** Twice a year we make plans for the next six months of weekly educational programs. This involves input and work from a lot of individuals. Joan Mohr Samuels does an excellent job coordinating this program. We feel we again have an outstanding slate of programs for the general public.
 - **Indiana Parks & Recreation Conference:** I was asked to serve on the state conference Planning Committee and was then asked to plan and chair a new event for new members and first time conference attendees. Details are almost finalized since the conference is January 13, 14, & 15.
We had an opportunity to nominate individuals and programs for state recognition at conference, so I submitted three for West Lafayette Parks and Recreation. These include:
 - * Sam Postlethwait as an outstanding volunteer
 - * The Wednesdays In The Wild program under the direction of Joan Mohr Samuels for outstanding programming.
 - * The Celery Bog Nature Area for the various conservation practices that have been installed.

The conference is going to be in Bloomington and a fun part of the event is a silent auction of donated items. Obviously, there will be a lot of red and white items down there. I wanted to make sure that Purdue was well represented also, so I made some contacts with various organizations. I was hoping for one item from some of them, but because of where this will be held, people were very generous! Over \$700 in Purdue

items has been donated, so there will be plenty of Black & Gold in the Bloomington Convention Center. Should be fun!

- **Janet Fawley, Park Superintendent's Report:**

- 11/19: WREC Central Reach Stakeholder's walking tour along Wabash River; Followup schematics presented at 12/14 meeting.
- Leadership Lafayette session: Coaching for Success+ Public Outreach for Volunteer Expo in May 2016 is working on methods to getting public involved.
- Hilltop-to-Hilltop Committee as co-chair; working on shopping program to encourage bikers & pedestrians to shop locally – especially during upcoming State St. construction.
- Met w/ Ryan Cambridge of (BDMD) & the Purdue Extension Staff to work on Questionnaire; Questionnaire to be ready in January. Letter of Agreement was provided by BDMD for consultant work.
- Mt w/ Tippecanoe Co. Parks Superintendent and Naturalist regarding plan to adjust Naturalist duties.
- Mt w/ Dave Buck, City Engineer about our taking on additional trail work in 2016. Trailwork includes trail in front of Happy Hollow School and along Sagamore Parkway to Happy Hollow Road. Follow up meeting w/ consultant regarding the initial work.
- Mt w/ Happy Hollow Road Consultant regarding the need to realign Happy Hollow Creek in 2016 & 17.
- 12/9: City Staff Luncheon held at Morton Center
- 12/17: Park Staff Holiday party held at Service Center.

- **Larger Projects completed this year to date:**

- ✓ Riverside Ice Skating Rink repairs(CCD R/M services)
- ✓ Tapawingo Park Public Art
- ✓ Tractor repair (CCD)
- ✓ Basketball courts resealed / striped(CCD funds)
- ✓ Pool leak determined(NR Capital Pool Fund which transferred to Parks & Rec fund)
- ✓ 10/9: Former Parks Director house demolished
- ✓ Fence repairs complete
- ✓ Playground Safety Surfacing at all playgrounds(CCD Funds)
- ✓ Cumberland Barn siding (RDC funds)
- ✓ Morton Center Parking Lot resealed / striped

Projects below in various stages towards completion:

- Morton Center Mirrors for Rooms 202 & 206 (NRO Fund) to be done during holidays
- ADA Work @ Tapawingo (RDC Funds) Contract just agreed upon
- Happy Hollow Ravine Trail (RDC Funds) Work to begin during holidays
- Celery Bog Nature Area Sign/Public Art (RDC) Artist to install during holidays
- HH Maintenance Building-Modine Heater (CCD fund) New heater received; yet to be installed.

Claims – provided online initially, then at meeting

Karen motioned to approve the above Consent Agenda items as presented. Linda seconded the motion and the motion carried.

Old Business

n/a

New Business

Happy Hollow Park House Lease

Jan presented background information for the Happy Hollow Park house and its past and current lessees. The house lease will run from August 1 to July 31. Linda motioned to approve the lease as presented. John seconded the motion, and the motion carried.

Notification from Tippecanoe County Park

Jan discussed the letter received from the Tippecanoe County Park and Recreation Board regarding the current agreement related to the role of the County Naturalist that is in place at the Lilly Nature Center and the direction the County Parks would like to move towards for the future. Discussion followed.

New Hire

Jan provided information pertaining to the hiring of Kevin Noe as the new Riverside Skating Center/Pool Manager. Linda motioned to approve the hiring of Kevin Noe as presented. Jeff seconded the motion, and the motion carried.

NRO Budget

Jan presented information pertaining to the 2016 NRO Budget. Discussion followed. Linda motioned to approve the 2016 NRO Budget as presented. Karen seconded the motion, and the motion carried.

2016 Part-Time Salaries

Chris presented the annual Part-Time Salaries for 2016, noting it includes a 2% increase. There was one change Chris pointed out another change, which reflects how the rink staff is paid at an hourly rate for semi-private and private lessons. Linda motioned to approve the 2016 Part-Time Salaries as presented. John seconded the motion, and the motion carried.

Park Board Resolution 4-15

The resolution was no longer necessary as the Street Department was kind enough and paid the invoice requiring a transfer of funds.

Consideration of Special Request

Down Syndrome Indiana Lafayette Buddy Walk – Jan has been working with Jennifer Dykiel, the local coordinator from Wabash Center. The group is requesting free use of the Lilly Nature Center area on April 30, 2016 for their walk, with use of the restrooms, trail system and parking area. Discussion followed. Jeff motioned to approve the request as presented. John seconded the motion, and the motion carried.

2016 Master Plan Agreement

Jan presented information from the letter of agreement received from Browning Day Mullins Dierdorf, proposing to provide the scope of services for a lump sum of \$40,000.00, inclusive of expenses. The services will be billed monthly, based upon a percentage of completion.

Discussion followed. Karen motioned to approve the agreement as presented. Linda seconded the motion, and the motion carried.

West Lafayette School Board – Karen reported on the following:

On the website, www.k12.niche.com, you will be able to find our elementary schools selected as the two best elementary schools in the state, with Cumberland finishing as # 1 and Happy Hollow as # 2. The Jr/Sr High School is listed as # 2 in the state. WLCSC is listed as the best school district in Indiana.

WLCSC was named a “best education, or school district, for the buck” by Nerd Wallet. Nerd Wallet examined 281 school districts in Indiana for quality. Their analysis considered test scores, graduation rates and class size, and compared the data with housing costs. WLCSC came in at # 7.

Schools are on winter break. Second semester begins on Tuesday, January 5, 2016.

Wabash River – Jan reported there was a Central Reach presentation last week. Many ideas and plans for the area were discussed, whether they can become a reality, is yet to be determined.

Public Comment

n/a

Other

Pennie presented a synopsis of the annual playground inspections.

Dan provided information regarding the Audio boxes which will be placed throughout the Celery Bog Nature Area. Dan played one of the 60-second recorded messages for the Board.

John noted this was Ann Hunt’s last meeting, thanking her for her service to the community. She is stepping down from the City Council, due to her moving out of her district.

Adjourn

Linda motioned to adjourn the meeting. John seconded the motion, and the meeting adjourned at 5:40 pm.

Next Meeting Date

The next Park Board meeting will be Monday, January 25, 2016 at West Lafayette Parks Office.

Presiding Officer

File: Cheryl/2015ParkBoardMinutes/Minutes#12/December2015

Secretary